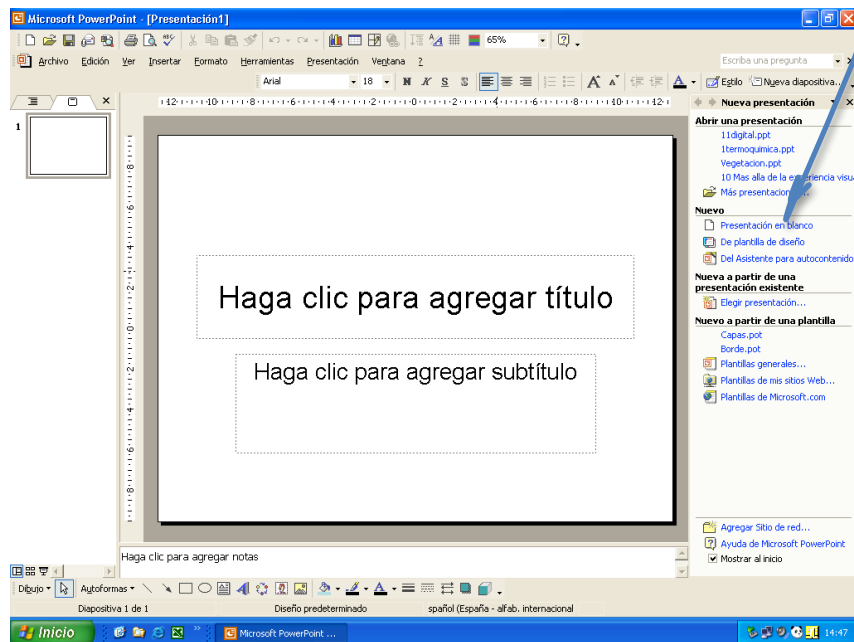


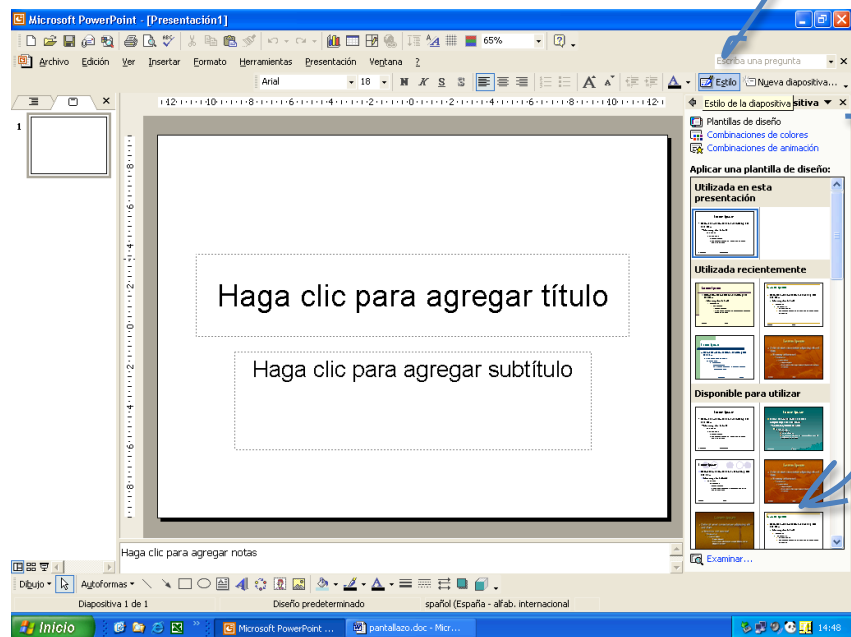
CREATING A POSTER WITH POWER-POINT

for dummies

1.- Open **Power-point**, from Microsoft Office and create a new file

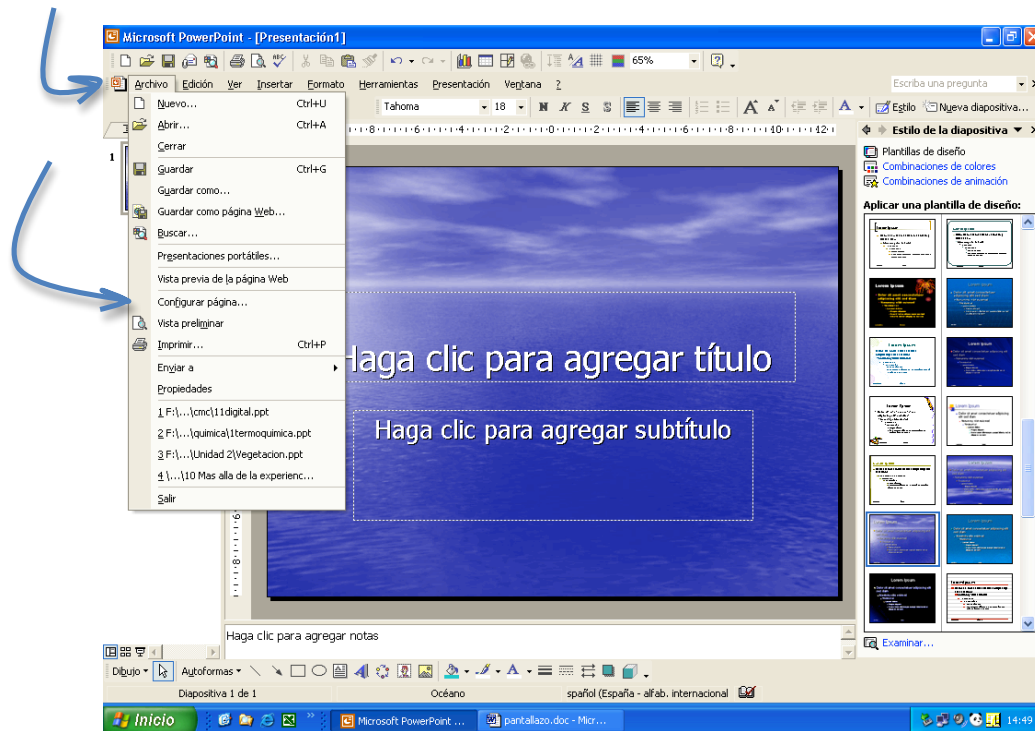


2.- Click on “**Estilo de la diapositiva**” and choose a template

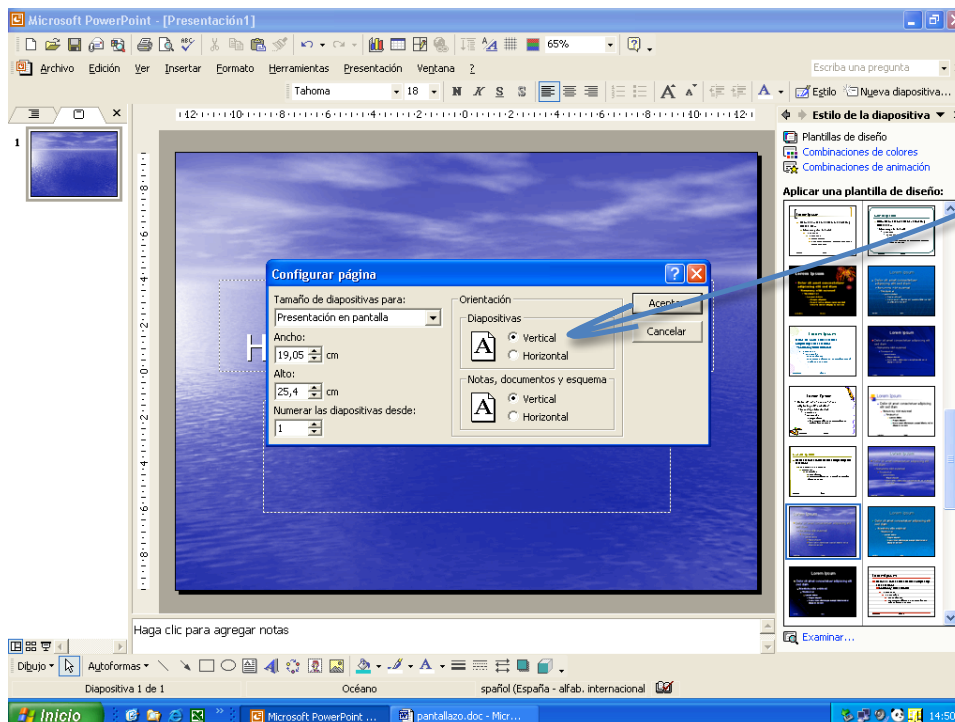


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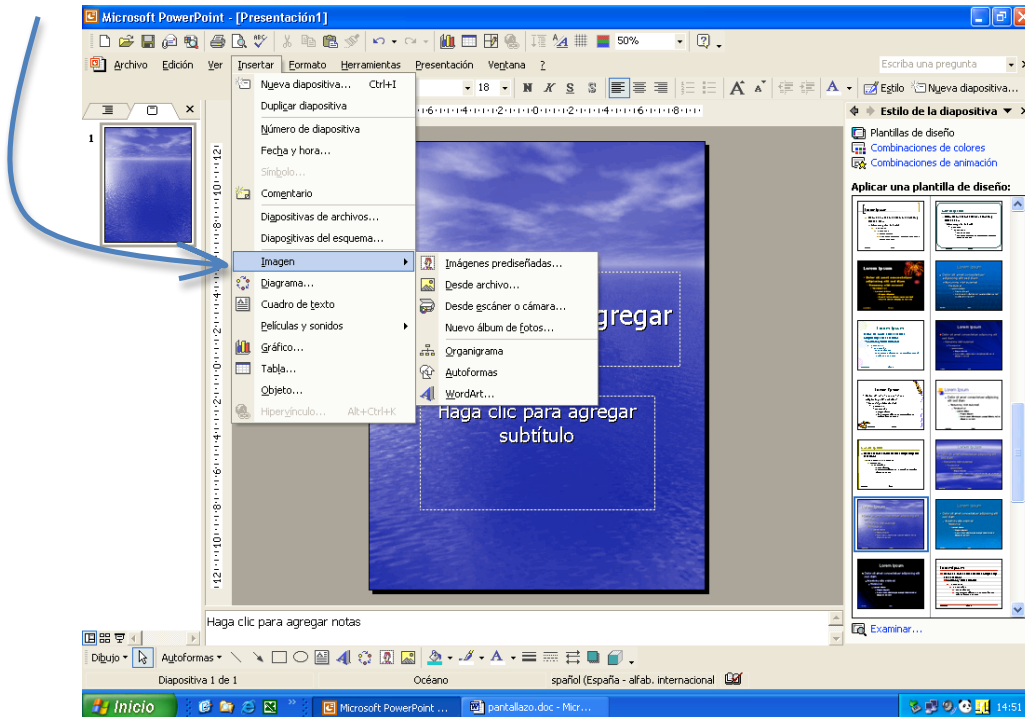
3.- When you have already selected a template, click on “Archivo”,
“Configurar página”



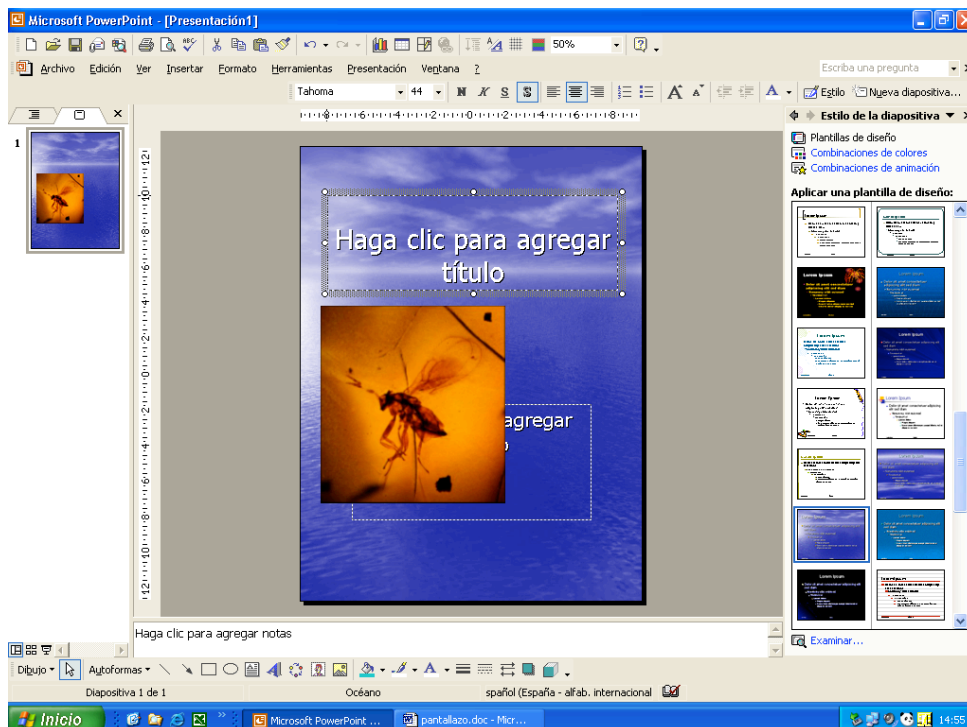
4.- A new window is opened, where you must select “vertical”



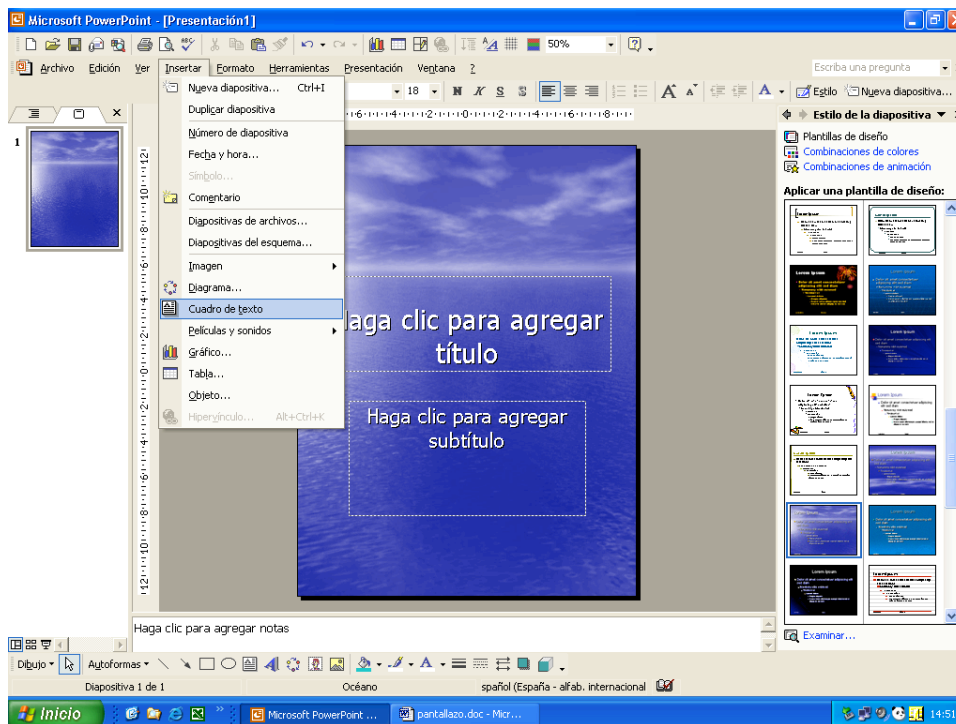
5.- Now your poster has a vertical format. If you want to insert an image, you have to click on “Insertar”, “Imagen” and “Desde archivo”. Then you have to select it



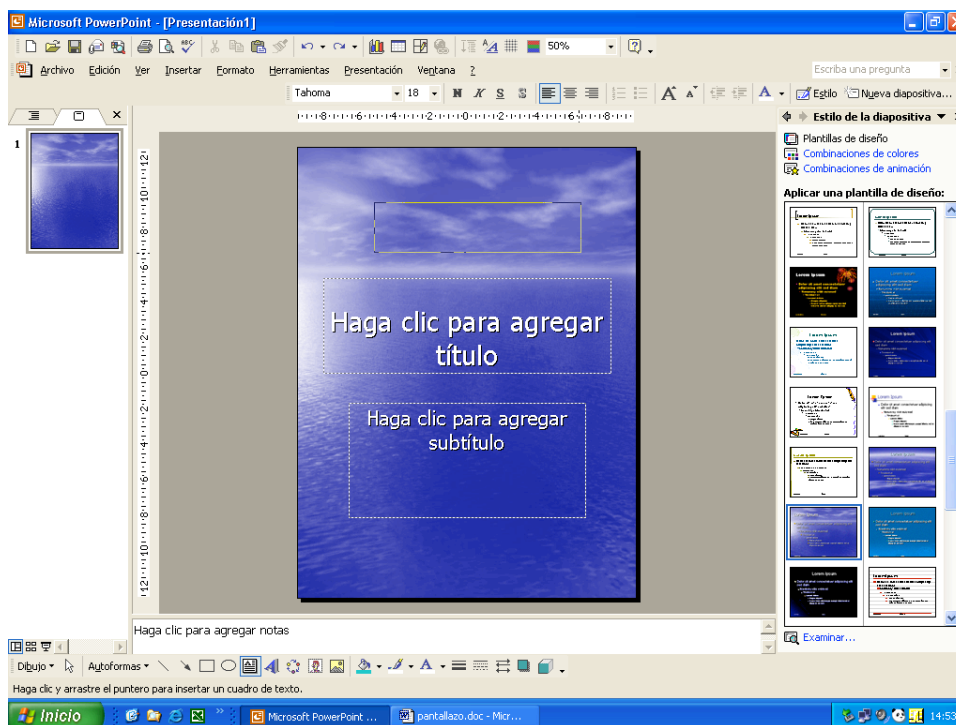
6.- You can move your image to a different point, just selecting it with your mouse



7.- If you want to write your text, you just need to click on “Insertar”, “Cuadro de texto” and then click on your poster



8.-



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